

# ***UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT***



## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO.:** CAFC-19-11

**OPEN:** September 27, 2019

**CLOSE:** October 17, 2019

**POSITION TITLE, GRADE  
AND SALARY:**

Case Manager

CL-23 - 25 (\$37,611- \$74,782)

**Applications received by October 9 will be the first reviewed**

Salary determined by qualifications and experience

More than one selection may be made from this announcement

Promotion up to the CL-26 may occur without further posting or competition

**LOCATION OF POSITION:** United States Court of Appeals for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

### **About the Court**

The Court of Appeals for the Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please: [Click Here](#)

### **Position Overview**

The Case Manager position is located in the Clerk's Office and assists with the management and progression of routine appeals cases and related proceedings from opening to final disposition in accordance with prescribed rules, procedures, and internal controls. The incumbent helps to ensure the integrity and quality of case-related databases and provides case related assistance to chambers staff, court staff, counsel, litigants, and the public.

### **Responsibilities of the Case Manager include, but are not limited to:**

Initiate, process, manage, and close case files in the electronic case management system (CM/ECF). Help ensure that all case records and related information are accurate, accessible, and in accordance with policies and processing standards. Assist with the oversight and timely progression of routine cases according to established standards.

Accept, review, and process documents. Participate in daily quality control of cases and new filings. Determine if documents received meet the requirements of the Federal Rules of Appellate Procedure, jurisdiction, and the court. Check for prior or prohibited filings and verify attorney's authority to practice. Scan case documents and records into CM/ECF. Screen cases to be placed on the calendar. Refer cases to panels of judges as needed. Route and distribute briefs, appendices, and records to chambers. Monitor briefing schedules and other due dates. Process emergency applications filed with the court. Handle confidential and sensitive information appropriately.

Assist in sustaining the integrity of the electronic database by monitoring proper access to records and filing of documents. Handle sealed and confidential documents and case information and maintain appropriate access to restricted materials. Retrieve files and make copies of records for court staff, attorneys, and others. Certify court documents. Conduct case research as directed.

Communicate and respond to judges, chambers staff, management, and Clerk's Office staff requests regarding assigned functions. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.

Inform customers of required fees. Process and reconcile credit card and ACH payments for filed documents. Ensure funds received are secured at all times and accurately balanced at the end of the day.

Prepare reports as needed for both quality assurance and statistical purposes. Assist with data quality maintenance as needed. Participate in and provide support for Clerk's Office regular and special projects and process improvement initiatives.

Perform standard courtroom deputy and court crier functions to assist with the orderly flow and recording of court proceedings. Serve as exhibits clerk by appropriately processing and distributing physical exhibits as received.

Provide backup coverage for other case managers and other duties as assigned.

### **Required Education and Specialized Experience**

- **CL-23 (\$37,611 - \$47,016):** Possession of an undergraduate degree **or** a current student who anticipates the completion of their undergraduate degree in or by the Fall/Winter of 2019.
- **CL-24 (\$41,640 - \$52,068):** Possession of an undergraduate degree and one year of specialized experience equivalent to the CL 23 which is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.
- **CL-25 (\$45,995 - \$74,782):** Possession of an undergraduate degree and two years of specialized experience as defined above, **which must have been gained in a position within the federal judiciary.** At least one of the two years must have been equivalent to the CL 24.

Note: Pay setting above the step 25 may only be considered for individuals with prior federal experience using the highest previous rate (HPR) policy.

### **Preferred Experience**

- Prior work or intern experience in a court, legal, or government work environment.
- Prior work or intern experience that involved the use of the federal judiciary's CM/ECF system.
- Prior work experience (including internships or volunteer work) in a customer service-related role (e.g., public reception, public interaction, telephone answering, client interaction).

### **Application Process and Information**

To be considered, application packages must be complete and submitted using the provided online application system. Complete packages must include:

1. An attached cover letter and resume outlining educational background, employment history, and other relevant information
2. Completion of online Federal Judicial Branch Application and the position specific questionnaire

**Instructions:** Please combine your essay and resume (items 1 and 2 above) into one single PDF. Once you have the file ready and accessible, follow the link provided below to complete the required online application, questionnaire, and to submit your PDF file (when prompted to attach a resume).

<https://www.ondemandassessment.com/link/index/JB-M6D7AJKJA?u=115658>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: [hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov)

### **Other Information**

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

***The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.***